

## LETTER TO HOUSEHOLDS – PRICING PROGRAMS

**[Insert District Letterhead]**

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of District]** offers healthy meals every school day. Breakfast costs [\$]; lunch costs [\$], snack costs [\$]. Your child(ren) may qualify for free meals/snacks or for reduced-price meals/snacks. Reduced price is [\$] for breakfast, [\$] for lunch, and [\$] for snack.

To apply for free or reduced-price meals, use the Free and Reduced-Price School Meals Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: [Name, Address, Telephone].**

*Here are answers to questions you may have about applying:*

**1. Who can get free or reduced-price meals?** Children in households getting Food Stamps, TANF, or FDPIR, and most foster children can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced-price meals.

**2. Will the information I give be checked?** Yes, we may ask you to send written proof of the information you give.

**3. If I don't qualify now, may I apply again later?** Yes. You may apply or re-apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF, or FDPIR.

**4. What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **[Name, Address, Telephone].**

If you have other questions or need help, call **[Toll Free Telephone]** at no cost.

Sincerely,

**[Signature]**

## INSTRUCTIONS FOR APPLYING

List all children in the household on the same application with the exception of foster children. Use a separate application for each foster child.

### **If you are applying for a FOSTER CHILD, follow these instructions:**

- Part 1:** List the child's name, school, and grade.  
**Part 2:** List the child's personal use monthly income, if any.  
**Part 3:** Skip this part.  
**Part 4:** Sign the form. A Social Security Number is not necessary.  
**Part 5:** Answer this question if you choose to.

### **If your household gets FOOD STAMPS, TANF, or FDPIR, follow these instructions:**

- Part 1:** List each child's name, school, grade, and Food Stamp, TANF, or FDPIR case number. Indicate which (Food Stamp, TANF, or FDPIR) the child is eligible to receive.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Sign the form. A Social Security Number is not necessary.  
**Part 5:** Answer this question if you choose to.

### **ALL OTHER HOUSEHOLDS, follow these instructions:**

- Part 1:** List each child's name, school, and grade.  
**Part 2:** Skip this part.  
**Part 3:** Follow these instructions to report total household income from last month.  
**Column 1–Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children. Attach another sheet of paper if you need to.  
**Column 2–Last month's income and how often it was received:** List the types of income your household got last month and how often you got them. *Employment income:* List the **gross income** each person earned last month. It is not the same as take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your supervisor can tell you. Next to the amount, write how often you got it (annually, weekly, every other week, twice a month, or monthly). *Other Income:* List the total amount each person got last month from **all other sources**. Include welfare, child support, alimony, pensions, retirement, Social Security, Workers' Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income (Line 22 on 1040 Form.)  
**Column 3–Check if no income:** If the person does not have any income, check the box.  
**Part 4:** An adult household member must sign the form and list his or her Social Security Number.  
**Part 5:** Answer this question if you choose to.